
Instructions for FFVP Claim for Reimbursement

1. Complete the Reimbursement Claim Form for **EACH** school receiving a FFVP Grant. The form is in Excel. Do **NOT** complete 1 form for the district.

Complete the "School Information" and "Claim Information" section. Be sure that the correct funding allocation is checked. **Do NOT select both funding allocations on the same form.**

2. Fax using FFVP Claim Cover Sheet. Fax completed signed form and all supporting invoices and pay documentation to Attn: Debi Branseum at 501-324-9505.

3. Keep Signed Original FFVP Claim for Reimbursement in the school's FFVP file with **REQUIRED** supporting invoices or other required documentation.